

Waitaria Bay School Board of Trustees Meeting Minutes

Thursday 15 February 2024

Meeting opened at 3:30pm with Karakia Timatanga.

Present: Tineke Giddy, Kate Hutterd, Keri Drylie, Stefan Schulz, Lynley Offen (Minutes) Braden Moleta jointed remotely

Minutes of the November meeting: Confirmation of minutes from November 2023 in the current meeting folder
Signed as a true and accurate record. Kate/Keri

Review of Action Points from last meeting

WHAT	WHO	WHEN	STATUS
Painting - Scaffolding	Stefan		Agreed to let the painting company provide the scaffolding
Painting - Accommodation	Lynley	January 2024	Emailed Tineke Details Cleaning fee \$90 one off.
Painting - How much do we get from the Ministry for Painting annually	Tineke		
School Bus Tyres, respond to extra payments - not at this stage, will see how long these ones last	Tineke		Done
Policies Do Bi-Annual Health Consultations 2024 - get the health statement taken off the policy	Tineke		Will do 16/2/2024
Curriculum Delivery Statement Send email to remove the one dated 2019	Tineke		Will do 16/2/2024

Finance Reports

Available in the Current Meeting shared folder, Tineke talked through the draft December accounts.

Operating in surplus, due to the 10YP funding already paid to the school

Bus Funding was paid back and will be paid again this year.

Accounts are looking good as we got other unexpected government funding.

Donations/Fundraisers income were greater than budgeted & more interest was accrued as well

Moved Tineke/Kate

Assurance Report

Assurance Report in shared folder & is available for all members

New Health & Safety report comes off the ETAP system.

Report Moved *Stefan/Keri*

Presiding Members Report

Kate to talk to Agi to initiate formal procedure for a new board member. Agi as returning officer needs to advertise for a new Board Member as another elected member is needed. Position to be advertised and it was agreed to also do some shoulder tapping.

Report Moved *Kate/Keri*

Health & Safety Report

Keri opened with how fabulous everything is looking. The Sun Shade is fantastic, the hand rail has been installed, and the emergency exit door replaced.

Wasps have also been baited.

It was also mentioned by Tineke that there is a lot going on for staff and the need to be aware and supported.

Report Moved *Keri/Tineke*

Principal's Report:

Report in folder - Extra notes to the Principal's report

Confirmed scaffolding & Accommodation for painters

Gary Ching Locksmiths. Tineke required authorisation to spend the \$3295.10 as per the written quote for changing all the school locks to one universal key. The board unanimously agreed, so Tineke accepted the quote.

Moved Tineke/Kate

ERO - STefan Braden & Tineke went online for the ERO presentation. Stefan thought it was a positive presentation with an emphasis on helping you to get everything in order. ERO are now favouring giving you a person for the entire 3 years which means more of a working relationship. There will be on site visits and interim reports with the final report after the 3 years. They will still want student achievement proof, everyone needs to be achieving his/her abilities. A big focus on Maori & Pasifika students.

A copy of the powerpoint presentation will come next week and Tineke will send it out.

Audit Requirements

It is minuted that the Principals Wellbeing allocation is being carried over from last year. Top up release time is not an option for Tineke. An initial thought to use this funding was to approach the Wellbeing facilitator from the last Marlborough Principals Association meeting to have some sessions with him. An outside person would be good. He does this work professionally but not sure if he takes individual clients. Tineke to contact.

Moved Tineke/Keri

Other Business

Tineke showed the board the new sports shirts with the school logo. Everyone liked the look of them and she will order 10 at a cost of \$45+GST.

There have been some updates to the Website.

CARUS painting company contacted Tineke last week with a view to coming out and giving a quote.

Marion, the new release teacher is doing full weeks, weeks 3 & 8 and a further week in the term. Pelorus Principal Cluster group meet in week 3 on a Thursday, so that week she has asked the board to consider having the meeting on Tuesday.

Moved Tineke/Kate

Correspondence In

- Water metering - Can check online
- Michael Wilson - H&S Assessment & Management
- School Drinking Water - National Rural School Water quality results
- School Docs - Update 2024, Cell Phone Policy, Board Assurances, Current Review
- Julia Povey-Logic Group - Improvements agreement - LED Lighting Carpet Acoustics, only main teaching classroom not the Board owned building (Library)
- Gary Ching - Locksmith Quote

- NZSTA - Regional Event Kaikoura, Board Monitoring & Reporting workshop, Blenheim 4 March, Call for Remits for AGM
- Harvest - Sign on Information to access site
- Ruan Vanderberg BDO - School Audit Financial
- Stefan Schulz - Planning Meeting, Follow up Points, School Website & Scaffolding
- BDO - Audit Information Request

Meeting closed at 4.33pm

Next meeting: TBC

Action Points

WHAT	WHO	WHEN	STATUS
School Docs - Cellphone policy	Keri/Tineke	Before next Meeting	Check on school cell phone policy
Update School Website	Stefan/Kate	Now	Kate to email Stefan Trophy Holder Names
Principals Allocation	Tineke	Feb/March	To contact facilitator/coach
ERO Presentation	Tineke	February	Send out ERO Presentation to all board members